

MD iMap Technical Committee Meeting Minutes

Place: Maryland Department of the Environment (MDE): Terra Conference Room (Baltimore, Maryland)

Date: 04/06/10

Time: 1:00 PM – 3:00 PM

Attendees: Julia Lukens (DBED), Frank Siano (MDE), Rowland Agbede (MDA), Kaushik Dutta (MDTA), Bill Fearington (DJS), Lisa Lowe (DNR), Kenny Miller (DOIT), Graham Petto (MDP), Michael Bentivegna (CGIS), Jon Curtis (Baltimore County) and Brooks Weaver (MES).

Summary: *The following minutes cover the notes that were taken during the MD iMap Technical Committee meeting that was held at location, date and time period noted above. This document is published for reference purposes only, and any questions as to its contents must be directed to either the Maryland State Geographic Information Officer (GIO) or the co-chairs of the MD iMap Technical Committee.*

AGENDA:

- Introductions
 - 1:00 PM – 1:05 PM (5 minutes); *actual 1:11 PM – 1:12 PM (1 minute)*
- Review of March 16, 2010 Meeting Minutes
 - 1:05 PM – 1:10 PM (5 minutes); *actual 1:12 PM – 1:20 PM (8 minutes)*
- Security Subcommittee updates
 - 1:10 PM – 1:30 PM (20 minutes); *actual 1:20 PM – 1:42 PM (22 minutes)*
 - Update on ArcGIS 10 Security Changes – Towson CGIS
 - § 1:30 PM – 1:45 PM (15 minutes); *actual 1:20 PM – 1:25 PM (5 minutes)*
 - Use Case Scenarios for MD iMap
 - § 1:45 PM – 2:00 PM (15 minutes); *actual 1:25 PM – 1:42 PM (17 minutes)*
- Data and Resources Subcommittee Update
 - 2:00 PM – 2:30 PM (30 minutes); *actual 1:42 PM – 1:58 PM (16 minutes)*
- Business Plan Working Group Next Steps
 - 2:30 PM – 2:45 PM (15 minutes); *actual 1:58 PM – 2:05 PM (7 minutes)*
- Other Business
 - 2:45 PM – 3:00 PM (15 minutes); *actual 2:05 PM – 2:49 PM (44 minutes)*

ACTION ITEMS: *As defined by the MD iMap Technical Committee Chairs*

Action Items:	Date Assigned:	Follow Up By:
Application Subcommittee: <ul style="list-style-type: none"> • Recruit a developer to participate from CGIS 	4/6/10	Michael Bentivegna
Application Subcommittee: <ul style="list-style-type: none"> • Recruit a developer to participate from MES 	4/6/10	Brooks Weaver
Application Subcommittee: <ul style="list-style-type: none"> • Setup a meeting/conference call with all participants 	4/6/10	Co-chairs, Kaushik Dutta
Security Subcommittee: <ul style="list-style-type: none"> • Determine lead for this subcommittee • Provide list of participants • Assist in setting up a meeting/conference call 	4/6/10	Co-chairs
Data and Resources Subcommittee: <ul style="list-style-type: none"> • Draft a Charter for this Subcommittee 	4/6/10	Data and Resources

		Subcommittee
Draft a Security Plan (Target Date: April 20, 2010)	3/16/10	Security Subcommittee
<ul style="list-style-type: none"> Next MD iMap Executive Committee Meeting on April 28, 2010 		
Obtain information concerning costs to update the Geocode tool to include Latitude/ Longitude outputs	3/16/10	CGIS, Co-chairs, GIO
<ul style="list-style-type: none"> Research where these funds will come from 		
Obtain additional MD iMap Technical Committee members through outreach	3/16/10	Outreach Subcommittee, Co-chairs
<ul style="list-style-type: none"> Email potential new members (Doug Adams has potential member emails) 		
Obtain Tech Comm endorsement of a CAD system study to be completed statewide to find commonalities amongst the CAD systems	3/16/10	Co-chairs, GIO
Updates to MOU	3/16/10	Co-chairs
Updates to Tech. Comm. Charter	3/16/10	Co-chairs
Follow up with policy & procedures documentation for Data Submission, Services Submission	3/16/10	CGIS, Data Subcommittee
Check with DoIT about an existing state-level Change Control Policy	3/2/10	Co-chairs, GIO

Completed Action Items:	Date Assigned:	Follow Up By:
Determine the classification of MES	3/16/10	Brooks Weaver
Research Security changes to base ArcGIS products within ArcGIS 10 release	3/16/10	CGIS
Application Subcommittee needs to be reassembled and recommence meeting regularly	3/16/10	Co-chairs, GIO
Updates to 3/2/10 Minutes	3/16/10	Co-chairs
Setup next Centerline/Address Point Business Plan meeting	3/2/10	Co-chairs

MEETING NOTES:

- **Pre-Meeting Notes: (1:09 PM – 1:11 PM)**
 - Kenny noted that Frank Perrelli has posted updates to the MD iMap Portal.
 - We, the Technical Committee, need to review what has been posted and provide comments ASAP.
 - Kenny noted that, if at all possible, we need to provide comments TODAY during the meeting.

§ He also noted that if need be, he and Lisa Lowe can move forward for the Technical Committee.
- **TOPIC #1: Introductions (1:11 PM – 1:12 PM)**
 - *Round-the-room.*
- **TOPIC #2: Review of March 16, 2010 Meeting Minutes (1:12 PM – 1:20 PM)**
 - Kaushik commented that the Application Subcommittee needs to re-convene.
 - § He had sent a template for the Application Subcommittee and has not received feedback. Due to this, he cannot proceed without approval from the Technical Committee.
 - Graham noted that the Application Subcommittee needs to move forward accordingly because there are a number of users, etc.
 - Kaushik will schedule a meeting so that further feedback can be acquired for the templates.
 - Kenny noted that he will like to be a part of the Subcommittee.
 - § Kenny volunteered a representative from CGIS and MES.
 - Julia asked Brooks to follow-up on a rep from MES.
 - Michael noted that a developer from CGIS will be put on to this Subcommittee.

- Kenny will be moving his office from DNR to DOIT next Tuesday.
 - § Kenny has a new email address.
- Julia noted that any additional comments for the 03/16/10 minutes be sent to Julia / Graham.
- Graham noted that we are trying to get assistance with the Portal.
 - § Lisa noted that she is still getting the minutes up on the MSGIC website.
- **TOPIC #3: Security Subcommittee Updates (1:20 PM – 1:42 PM)**
 - Julia noted that as of the last meeting, we are pushing to get the Security Business Plan created so that it can be sent to the Executive Committee on the 28th of April, 2010.
 - § She also noted that members of the Security Subcommittee need to step up on putting this document together ASAP.
 - § She noted that CGIS could assist with research and review, but not with the formal writing of the document.
 - § She also noted that the following individuals volunteered:
 - Brad Wolters
 - Julie Spangler
 - Julia noted that she and Graham will contact members of the committee in order to get assistance with generating the document.
 - § Kenny noted that he will assist with review of the document.
- **TOPIC #3a: Update on ArcGIS 10 Security Changes – Towson CGIS (1:20 PM – 1:25 PM)**
 - Michael checked in with ESRI and he noted that there aren't any major updates at this time.
- **TOPIC #3b: Use Case Scenarios for MD iMap (1:25 PM – 1:42 PM)**
 - Julia and Graham asked for “GIS Analyst” – level Use Case Scenarios for how MD iMap can be used to support the User Community.
 - Graham noted 3 levels relating to Security for MD iMap:
 - § Level 1: Anonymous Public User
 - § Level 2: Anonymous Public User with access to advanced functionality
 - § Level 3: Secured/Registered User
 - It was noted that the Business Plan should include a section relating to the needs of the Data Providers to MD iMap; including a Data Submission Policy.
 - Rowland asked what is the impact of the Security on the system; i.e., cost (\$) and productivity?
 - Graham noted that we are formulating the Business Plan in order to present the best case of how to implement Security on MD iMap to the Executive Committee.
 - For the Security Model, the only thing that had cost associated to it was the HTTP approach; folder structure – level of security has a cost assigned to it.
 - Michael noted that additional topics will need to be discussed.
 - § He also noted that there is a need to take a 2-part approach to generating the Security Business Plan:
 - People that generate the information for the Business Plan.
 - People that research the information for the Business Plan.
 - FTP information will be sent to Rowland for access to documentation.
- **TOPIC #4: Data and Resources Subcommittee Update (1:42 PM – 1:58 PM)**
 - Julia has minutes from the meeting as Ashley is not present at today's meeting.
 - § There was a discussion: a one-page Charter document needs to be defined as it will clarify the role of the Subcommittee (*as requested by Kenny Miller*).

- This Charter document will need to be generated for ALL subcommittees.
 - Julia noted that the template from the overall Technical Committee can be referenced.
 - Break-out Topic:
 - § Some people wanted to have the ability to turn on/off the Gazetteer Service.
 - It is currently an “all-or-nothing” approach.
 - § Whether each of these layers would be cached or not.
 - There was some discussion on labeling.
 - Kenny requested a cost (\$) break-down of what it would take to do this break-out.
 - § Kenny is less worried about storage capacity for multiple copies, but is more concerned with how long it will take to generate these separate layers / caches.
 - § Rowland noted that with the new ESRI schema, we need to focus on more of a “tiled” approach.
 - § Kenny noted that there are other topics that need to be addressed:
 - He is currently working on addressing the other topics with Towson CGIS; i.e., Image Server dynamically rendering imagery, etc.
 - § Kenny noted that CGIS has had some conversations with ESRI on addressing the 6-inch imagery issues.
 - He noted that we are trying to address the issues long-term.
 - § Michael noted that in regards to the Gazetteer, there are two (2) user-groups that need to be addressed:
 - Application
 - Desktop Users
 - Data Submission Guidelines
 - § Data Submission Policy was approved by the Technical Committee.
 - But the document will be amended to support the “Other Data” format; i.e., flat-file format.
 - § Hyperlinks
 - Are we going to allow for hyperlinks to be included?
 - 90-minute mini-work at TUGIS for MD iMap – related information.
 - § Ashley is looking for content to put in to the 90-minute timeslot.
 - There was a suggestion to break it out in to three, 30-minute sessions so that three people can present on other topics.
 - § If you still want to be a presenter, you need contact Ashley.
 - Metadata Submissions
 - § Ashley has received ½ of the metadata submissions.
 - § Kenny asked for a list of who hasn’t submitted metadata so that he can follow-up with them accordingly.
- TOPIC #5: Business Plan Working Group Next Steps (1:58 PM – 2:05 PM)
 - Graham noted:
 - § Address Points need to be included with the Centerline section of the Business Plan.
 - § The Maryland State Police need to be included within the Business Plan.
 - § A survey needs to be conducted in order to garner information that is relevant to the Business Plan.
 - § This group needs to re-convene in order to
 - Kenny noted:
 - § There is a numbers board meeting at this end of this month.
 - He needs a breakdown of information in order to apply specific funds to information that the numbers board can understand clearly.

- Graham noted:
 - § We can pull information together for Kenny for this meeting.
- Kenny noted:
 - § The numbers board authorized acquisition of aerial imagery (6-inch) for all of the Eastern Shore of Maryland. *The imagery was captured by AXIS GeoSpatial.*
 - From Cecil to Worcester – imagery has been captured for the Eastern Shore of Maryland.
- Graham will work on getting the group together for the Business Plan Working Group.
 - § Kenny will be included with this meeting.
- TOPIC #6: Other Business (2:05 PM – 2:49 PM)
 - MD iMap Portal will be live by the end of this week.
 - § Frank Perrelli has put up a link to the Portal how he (Frank) would like to see it.
 - § <http://www.governor.maryland.gov/imap> (temporary site)
 - § <http://imap.maryland.gov/portal> (permanent site)



- § Comments:
 - “IMAP” needs to be “iMap”
 - Remove the push-pin from the MD iMap logo.
 - The logos at the bottom of the page HAS TO BE present.
 - If nothing else, AT LEAST the “NOAA” logo.
 - Architecture Diagram
 - This document needs to be included on the website.
 - Security Diagram
 - This document should NOT be included on the website.

- Video of the Governor
 - Frank asked Kenny of whether or not the Governor should be featured on the website within a video that welcomes users to the website.
 - Services Tab
 - Update “ArcEdit” to “ArcEditor”
 - “Services Metadata” should be changed to “Metadata Services”
 - New page shouldn’t be launched, when “Metadata Services” is clicked
 - Kenny will respond accordingly to Frank Perrelli.
 - *Kenny sent an email to Frank during the meeting – asking him to remove the push-pin.*
 - Eventually there will be an Executive Committee page.
 - “What is iMap”
 - The text needs to be updated to “MD iMap”
 - Standards and Policies
 - Executive Committee Charter must be removed, currently being updated
 - Updated Technical Committee Charter needs to be loaded onto the site
 - Administration Tab
 - Remove specific names from list of Technical Committee Members
- ArcGIS Server 9.3.1, Service Pack 1 – Michael Bentivegna
- § This is being rolled out by CGIS. But approval needs to be acquired from the Technical Committee because there are users that have applications that are dependent on the previous version of ArcGIS Server.
- Previously, it was noted that there would be a notification sent out to users giving them about a month’s time to adjust their applications to fit to the new Server version.
- § CGIS will contact who they know in this regard, but if agencies can also follow-up with entities that they know in order to assist CGIS with this, that would be beneficial to all.
- When it is appropriate to send out the notice?
 - An email will be sent out
- § Frank (MDE) noted that current applications that have been developed (*by MES, USGS, etc.*) to date would require a major effort to migrate to a newer version of ArcGIS Server.
- Documentation needs to be generated in order to address how updates are handled (and how they are funded).
- Graham noted that MDP director is traveling throughout the State of Maryland in order to get feedback on requirements for the next round of Maryland Property View.